

**POSITION DESCRIPTION**  
**SOUTH DAKOTA NATIONAL GUARD**  
**FAMILY READINESS PROGRAM**  
**-FAMILY SPONSORSHIP REPRESENTATIVE-**  
(Volunteer Position)  
**Revised: 2/2013**

**I. Description.** A Family Sponsorship Representative is a statutory volunteer serving in an official capacity in direct support of the Service Member & Family Support – Family Readiness Program. The Family Sponsorship Program is reaching out to new families and welcoming them to the unit. It may be a phone call, letter, or visit.

For further guidance/support contact Family Readiness at 605-737-6089/737-6310/357-2970 or email [nq.sd.sdarnq.list.frsa@mail.mil](mailto:nq.sd.sdarnq.list.frsa@mail.mil)

**II. Chain of Command/Concern.** Unit Family Readiness Group Lead Volunteer, Unit Commander, Family Readiness Support Assistant.

**III. Qualifications.**

- A. Believe in and supports the Family Readiness Program and knowledge of unit structure
- B. Good telephone / communication skills.
- C. Enthusiastic people person.
- D. Positive attitude.
- E. Maintains confidentiality and privacy.
- F. Willing and able to take appropriate training for the position and update periodically
- G. Complete volunteer application process

**IV. Major Responsibilities.**

- A. Coordinates with FRG Lead Volunteer or Unit Family Readiness Representative (military member) to get names and contact information for incoming Families, new to the unit.
- B. Prepares a welcome letter to new Family members with unit and FRG information, places with sponsorship packet received from your Family Readiness Support Assistant and mails to new families.
- C. Calls new Family members to welcome them to the unit and invite them to upcoming FRG events and activities.
- D. Directs those families who have questions or concerns to appropriate resources or to the unit or State Family Assistance Center at 1-800-658-3930 depending on the question or need.
- E. Reports any problems, concerns or questions from Family members to the FRG Leader.
- F. Checks to ensure necessary follow up is completed for those Families requesting information or requiring assistance.
- G. Documents Family contact in unit commander's Family Readiness Binder on Family Sponsorship Documentation sheet.